

Chapter 2 - Your Link to AFS

The Terminal	2-1
The Display Screen	2-1
The Cursor	2-1
Formatted Screens and Fields	2-1
The Keyboard	2-2
Cursor Positioning Keys	2-2
Special Editing Keys	2-3
Signing on to the System	2-4

Chapter 2 - Your Link to AFS

The Terminal

Before we discuss AFS specifics, it may be useful to review your online link to AFS - the computer terminal. Generally, you will be using an IBM terminal or IBM equivalent model to access the AFS system. The main ON/OFF switch controls power to the terminal in all models. Some models include additional controls that allow you to adjust the intensity and contrast of the display screen. Consult the operator's manual for your particular terminal to determine the location and operation of these controls.

The Display Screen

The display screen can hold up to 24 lines of data, and each line can contain up to 80 characters. All control information and messages generated during AFS operations are displayed on the screen. Commands and data that you enter are also displayed as they are typed at the keyboard.

The Cursor

The cursor is an underline (or a blinking box) that is always present somewhere on the display screen. It is positioned where the next character typed will appear on the screen. It moves automatically when you type a character. It can be moved to positions on the screen with the cursor positioning keys or a mouse. These keys are explained in more detail later in the chapter. There are keys that move the cursor one space at a time, and others that move the cursor to the beginning of the next field.

When you are entering data, the cursor moves automatically to the beginning of the next field if you fill up the previous field. If you are in the last field on the screen and fill it up, the cursor moves automatically to the top of the screen. If you do not fill up a field (i.e., you do not use up all the space allocated for that field), you will have to use a tab key to advance the cursor to the beginning of the next field.

Formatted Screens and Fields

Data is entered into AFS with the help of blank forms, called *screens*, that are displayed on your terminal. Figure 2-1 shows a sample screen.

Figure 2-1
Sample Entry

[illegible]

The Keyboard

The majority of the keys on the keyboard are character keys. These include the 26 alphabetic characters as well as the ten numerics and all punctuation and other symbols included in the character set. They operate in the same manner as typewriter keys, except that your terminal may type only uppercase letters. If there are two characters indicated on the key itself, the upper character is displayed with the **<SHIFT>** key.

Cursor Positioning Keys

The keys most often used during a session are as follows:

Home. Returns the cursor to either the first screen position or the beginning of the *ACTION* field.

Cursor Right. Moves the cursor to the right. If the cursor is moved off the right of the screen, it will reappear one line lower on the left side. If the cursor is in the last position (last line, far right side), it will reappear in the first position of the top line.

Cursor Left. Moves the cursor to the left. If the cursor is moved off the left side of the screen, it will reappear in the last position of the next higher line. If the cursor is in the first position of the first line, it will reappear in the last position of the last line.

Cursor Up. Moves the cursor up (without moving either left or right), one line at a time. If the cursor is in the first line of the screen, it will reappear in the same character position, at the bottom of the screen.

Cursor Down. Moves the cursor down (without moving either left or right), one line at a time. If the cursor is on the last line of the screen, it will reappear in the same character position at the top of the screen.

Forward Tab. Moves the cursor to the first character position of the next input field. If the cursor is currently in the last field on the screen, this key moves the cursor to the first character position of the first input field on the screen.

Back Tab. Moves the cursor back to the first character position of the prior input field. If the cursor is currently in the first field on the screen, this key moves the cursor to the last character position of the last input field on the screen.

Enter. This key transmits data to the computer. When you depress <ENTER>, you are signaling the computer that you are finished with the work on the current screen.

Special Editing Keys

The Special Editing keys make data correction easier. These keys are described as follows:

Delete. Deletes the character in the position underlined by the cursor. All characters in the field to the right of that position (and on the same line) are shifted left one position.

Insert. Allows you to insert a character or characters into the middle of a field without disturbing the information that is already displayed there. As characters are inserted, all characters to the right of the cursor are shifted into the blank character positions to the right of the last displayed character. Blanks are characters, so if you fill up a field with blanks, you will not be able to insert more characters in that field. If you attempt to insert more characters than the field will hold, the keyboard will lock.

Signing on to the System

Before you can perform any AFS function, you must sign on to the system. The System Administrator in your installation will provide you with the procedures you will need to do this, as well as with your system password. When you have signed on successfully, the following *ISIS* screen will display:

IIIIIIIIII	SSSSSSS	IIIIIIIIII	SSSSSSS
IIIIIIIIII	SSSSSSSSS	IIIIIIIIII	SSSSSSSSS
III	SSSS	III	SSSS
III	SSSSSSSSS	III	SSSSSSSSS
III	SSSSSSSSS	III	SSSSSSSSS
III	SSSS	III	SSSS
IIIIIIIIII	SSSSSSSSS	IIIIIIIIII	SSSSSSSSS
IIIIIIIIII	SSSSSSS	IIIIIIIIII	SSSSSSS
I N T E G R A T E D S T A T E W I D E I N F O R M A T I O N S Y S T E M			
1. FINANCIAL MANAGEMENT APPLICATION			
2. VIEW / BUNDL			
3. PURCHASING / CONTRACT APPLICATION			
X. EXIT			
CHOOSE OPTION:			
USERID:			

Select *1. Financial Management Application* to access AFS. Once you are signed on to the system, you may begin one of the AFS functions, as described in Chapter 3.